Community Unit School District 300 Job Description

Position Title: Safety Staff	
Position Code:	Employee Group: DESPA
Salary Grade: 1	FLSA Status: Non exempt
Supervisor title: Principal or designee	
Date of preparation: November 2015; Revised 09/2026	

Job Purpose: The Safety Staff is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

Knowledge, Skills and Abilities:

1. High school diploma, or equivalent, and 1-2 years of experience required in an office environment
2. Must have a valid driver's license and meet the requirements of the district's driver safety and motor vehicle use policy
3. Computer skills including but not limited to: Microsoft office or other office productivity software and the ability to use specialty software
4. Analytical thinking, critical thinking, and problem solving skills
5. Ability to work in a team and across departmental boundaries
6. Knowledge of office equipment
7. Ability to manage time and priorities efficiently
8. Strong interpersonal skills and ability to work cooperatively and efficiently with students, adults, and with the various publics that use the facility
9. Must be cooperative, congenial, and customer service-oriented
10. Ability to communicate, read and write in English and perform basic math functions
11. Ability to sit, stand, climb stairs, and walk as needed to meet the demands of the assigned job duties
12. Must be able to lift 35 pounds
13. Ability to work under pressure to meet deadlines
14. Ability to work with frequent distractions and foster a professional office atmosphere

Essential Job Duties:

1. Secure school property, entrances, and monitor behavior of individuals on school property
2. Regulate activity during school-sponsored programs as well as other special events
3. Resolve inappropriate behavior taking place with positive communication, document such occurrences, and notify Dean's Office or local law enforcement if needed
4. Escort students and others to their intended location as needed
5. Must properly maintain the district vehicle or equivalent to ensure safe and dependable operation
6. Perform office duties including but not limited to: filing, data entry, digitize documents, accurate reporting, collecting, organizing and maintaining paperwork, records and communication systems
7. Be courteous and responsive to requests
8. Deal with confidential items in a professional manner
9. Support administration in the implementation of school district-wide policy and regulations

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.